Sampling & Monitoring – Data Download Instructions

For Office 2007

<u>Step 1</u>: Enter your search criteria for the Date Range, Type, Medium and State fields.

<u>Step 2</u>: Click the "Download Data" button. If the number of search results returned exceeds 65,000 you will be required to narrow your search criteria. If the number of results is within the limit, the "File Download" popup appears. Click the "Open" button and the file will open as a Microsoft Office Excel file (Excel).

<u>Step 3</u>: Next, you will need to reformat the column widths in Excel to properly display the data. You can do this by highlighting the entire worksheet by clicking CTRL+A and then hovering your mouse over the line dividing columns A and B until the cursor becomes a crosshair and then double clicking.

<u>Step 4</u>: In order to save the file that you have just opened and formatted, click the Excel Office Button in the top left hand corner, which is highlighted in red in the screenshot below. Next, hover over the "Save As" option and when the menu expands, select the "Excel Workbook" option.
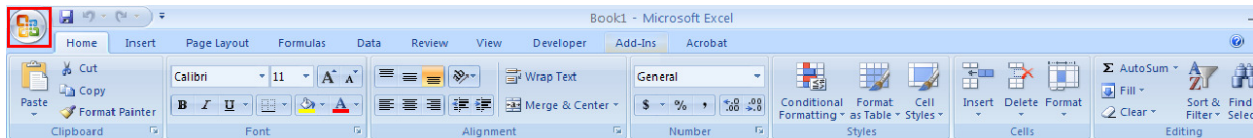

Figure 1: Microsoft Excel - Toolbar

<u>Step 5</u>: When the "Save As" popup appears, select a location where you would like to save this file and ensure that the "Save as type" is set to: Excel Workbook (*.xlsx) and then click the "Save" button. The file is now saved to the selected location and can be opened in Excel in the future simply by navigating to the file and double clicking on it.

For Office 2003

<u>Step 1</u>: Follow Steps 1 – 3 above.

<u>Step 2</u>: In order to save the Excel file that you have just opened and formatted, click the File menu and select the "Save as" option.

Step 3: When the "Save As" popup appears, select a location where you would like to save this file and ensure that the "Save as type" is set to: Microsoft Excel Workbook. Then click the "Save" button. The file is now saved to the selected location and can be opened in Excel in the future simply by navigating to the file and double clicking on it.

Spreadsheet Column Definitions

Below is a list of definitions for all of the data columns contained in both the Monitoring and Sampling spreadsheets.

Monitoring Data

Date: Date that monitoring was performed

Matrix: Media that was monitored. Example: Air

Location: The name or code that uniquely identifies the monitoring station

State Name: The state in which the monitoring was performed

Instrument: The instrument that was used to perform the monitoring

CAS Number: The unique identifier for a chemical or substance. The CAS acronym stands for Chemical Abstracts Service Number

Substance: The name of each substance that the monitors could detect

Result: The numerical value presented by the monitoring instrument for each substance

Unit: The unit of measure that corresponds to each Result

Interval: Timeframe during which the measurement was taken

Latitude: The latitude at which the monitoring was performed

Longitude: The longitude at which the monitoring was performed

Sampling Data

Date: Date the sample was collected

Matrix: Media that was sampled. Example: Air, Water, Sediment

Sample Name: The unique identifier for each sample collected

Location: The name or code that uniquely identifies the station at which the sample was collected

State Name: The state in which the sample was collected

CAS Number: The unique identifier for a chemical or substance. The CAS acronym stands for Chemical Abstracts Service Number

Substance: The name of each substance for which an analysis was performed

Result: The measured amount of each substance present in a sample

Unit: The unit of measure that corresponds to each Result

Reporting Limit: The lowest amount of a substance that a lab is required to quantify

Reporting Limit Unit: The unit of measure that corresponds to each Reporting Limit

Detected: Indicates whether or not a substance was found in a sample. (Yes/No)

Latitude: The latitude at which the sample was collected

Longitude: The longitude at which the sample was collected